



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS RECORD PLAT

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

- _____ 1. Mylar of record plat with original signatures and surveyors seal.
- _____ 2. Copy of final Record Plat Summary Sheet indicating receipt of all required approvals and documents from Pre-Application Case Manager.
- _____ 3. \$400 plus \$5 per lot in cash or check made payable to Louisville Metro Finance (see **Record Plat Summary Sheet for total amount per PDS case manager**).

- OR -

Submittal Requirements at Recording Appointment

- _____ 1. A blank check or sufficient cash for payment of the recording fee for the plat and deed of restrictions (if applicable) at the Jefferson County Clerk's office.

For Staff Use Only

Date: _____ Staff: _____ Docket #: _____

Do not accept application if required materials are not submitted

- _____ 4. . Fill out a receipt (all \$ in Subdivision category), sign it and give it to the applicant. Put the Docket # on the bottom left of the check, stamp the back with the endorsement stamp and put in envelope in the file cabinet. Put money in cash drawer.
- _____ 5. Put all material in the In-Coming Application Tray.

Louisville Metro Planning & Design Services
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